

**GOSHEN TOWNSHIP**  
**Job Description**  
**For**  
**Part Time Service / Road Maintenance Worker**

<b>Hiring Range:</b>	<b>\$14.00 - \$16.00</b>	<b>Classification: Unclassified</b>
<b>Reports to:</b>	<b>Service Foreman</b>	<b>FLSA: Non-Exempt</b>
<b>Posted:</b>	<b>November 2019</b>	<b>Department: Service</b>
<b>Working Hours:</b>	<b>Hours / As Assigned *</b> <b>(24-30 hours per week /</b> <b>1500 hours per year)</b>	<b>Status: Part-time</b>

**\* This position can and does require occasional work on Nights/Weekends/Evening hours as necessary and when job duties demand.**

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This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. The incumbent performs daily work projects related to the maintenance and repair of all Township properties, including but not limited to roads, bridges, storm drains, and cemeteries.

**ESSENTIAL FUNCTIONS:**

Perform various road construction, maintenance, repair, and rebuilding projects including but not limited to: paving, patching, inlet repair, head wall construction, erosion control, pipe installation and extension, curb installation, grading, sinkhole stabilization, catch basin repair, replace/install driveway/road culverts, replace/change road signs, ditching, repair/maintain guardrails, weld, and tree/brush/grass trimming/removal and debris removal

Operates heavy and light equipment including but not limited to:

Backhoe, gradeall, dump truck, service truck, grader, bucket truck, mini trac hoe, tractors/mower, chain saw, shovel, post driver, pressure washer, hand saws, drill press, cutting torch, grinder, and various small tools/parts

Perform work in cemeteries including but not limited to:

Dig/install foundations, prepare plot for services, cover plots when services complete

Perform work with hand tools including but not limited to:

Digging trenches, filling excavations, mixing concrete, cutting down trees and brushes, removing debris from culverts

Establish work zones and traffic control for employees and public

Maintain vehicles, equipment, and tools in good working order

Perform snow removal

Perform emergency operations (fire, storm, snow, accidents, etc.) during and outside normal working hours

Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality

Perform and be responsible for such other duties and activities as assigned by the Service Maintenance Foreman

### **QUALIFICATIONS / MINIMUM REQUIREMENTS:**

High School diploma or the equivalent

Three (3) years road operations, maintenance or construction experience

A valid Ohio driver's license with CDL Class "B" license required and maintained throughout employment (CDL Class "A" preferred)

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of safe operation of the equipment used in road construction and maintenance

Ability to read, analyze, and interpret public works information and policies; follow PERRP, Clermont County, and Goshen Township safety rules and regulations

Ability to work around outside weather conditions, including exposure to adverse weather conditions

Skills to define problems, collect data, establish facts and draw valid conclusions; apply mathematical concepts

Ability to use computers, computer software, and/or applications

### **TOOLS AND EQUIPMENT USED:**

Motor vehicle, personal computers with related software, copiers, calculators, two-way radios, telephones, fax machines, and other office equipment related to this position.

Heavy and Light equipment including but not limited to the following:

Backhoe, gradeall, dump truck, service truck, grader, bucket truck, tractors/mower, mini trac hoe, chain saw, shovel, post driver, pressure washer, hand saws, drill press, cutting torch, grinder, and various small tools/parts

### **PHYSICAL DEMANDS:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions

The employee is regularly required to see and communicate with others while performing the duties of this job. Must be able to exchange accurate information in those situations

Frequently handle material from floor to waist, waist to shoulder, shoulder to overhead, carry, and push/pull

Put constant weight bearing on lower extremities including but not limited to: standing, walking, bending, kneeling, squatting, stooping, crouching, crawling, and climbing all day; sitting is occasional and infrequent

Traverse diverse terrain including but not limited to: concrete flooring, pavement, gravel, exposure to uneven slippery, muddy, icy roads/roadsides

Ascend/descend a ladder, equipment, and trucks

Operate foot pedals when operating equipment/trucks

Drive motorized equipment/truck in all types of traffic and weather conditions

Work in a variety of weather conditions including but not limited to: heat and cold exposure, rain, ice, and snow

Work while exposed to environmental conditions including but not limited to fumes, airborne particles, vibrations and noise levels that are within the work environmental conditions approved by PERRP and other governmental entities

**Disclaimer:**

This job description does not constitute an employment agreement between the employer and the employee. This job description is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_

Date: \_\_\_\_\_

Updated November 2019